

PENTAGON RUN
0830 - 1700

The M&CB provides four regularly scheduled runs to the Pentagon each day. Approximately 39 delivery points are serviced. Each run requires approximately two hours for completion (0830 - 1030 - 1300 - 1530)

PENTAGON DELIVERY POINTS

OSD	3A-948	R&E	3D-139
OSD addressed 3E-263 to 3A-948		Health & Medicine	3E-775
OSD - ISA	3D-222	G - 2 Library	2D-433
OSD - OSO	3E-1085	Film Library (Moso)	5A-1075
OMIC	2A-270	Film Library (Specht)	5A-1072
NIC	BC-956	AF Library	5E-216
G-2 Doc. Room	BC-963	D.I.A. to 3D-322 only mail addressed to 3D-322	
Cosmic	MB-937	D.I.A.	3B-287 Registry
Army - NIS	MB-883	D.I.A.	BC-942 aft. hrs. del.
Air Force - NIS	48-137	Air-Force	4A-880
Navy - NIS	5B-663	Army	1D-479
Navy	5B-659	Navy	5C-636 & 5C-628
Air Force	4C-131	JCS	2C-961
Air Force	4C-1088	NIC	BC-956
G - 2	1D-479	OSD (Lansdale)	3A-948
JCS	2C-961	AF	4C-116
LAS	3D-222	G - 2	1D-489
Weapons Evaluation	1E-880	Navy	5B-663
Atomic Engineering (Assistant Secretary)	3D-1074	JCS	2C-961
		NIC	BC-956

ATOMIC ENERGY COMMISSION

GERMANTOWN, MARYLAND

1230 - 1530

Medical Staff (Room E-12) - for delivery
to Suburban Hospital

Bldg. # 52 (Naval Observatory)

Bureau of Standards

Suburban Hospital, Bethesda, Maryland

AEC (Room E-278, etc.)

Civil Aeronautics Board (Room 825)

NOTE: For Security reasons This run is restricted to the handling of
material to Government Agencies ONLY.

STAT

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CABLE SECRETARIAT - CABLE RUN
(0800 - 1640 Hours)
EFFECTIVE - SEPT. 1961

0800 - 1000

Pick-up TD's from Cable Sec.
(Room 1A-53) Langley - deliver
to Pentagon, State, Treasury,
EOB, and USIA.

1000 - 1200

SAME AS ABOVE.

1230 - 1430

SAME AS ABOVE.

1430 - 1630

SAME AS ABOVE.

SECRET

Revised 11/01/61
Revised 2/21/62
Revised 3/09/62
Revised 3/26/62
Revised 3/27/62
Revised 5/17/62
Revised 5/21/62

CABLE SECRETARIAT - CABLE RUN
(2400 - 0830 HOURS)
Sunday thru Saturday

- * 2400 - 0115 Deliver TD's to Pentagon - NIC, Room BC-956, DIA, Room BC-942-A, and Communications Center, Room 5A-936; also, deliver TD's to White House, Situation Room, and to the D.O., Room 7812 New State.
- 0150 - 0200 Pick-up Cables from Cable Secretariat (1A-53) and deliver to Watch Office.
- 0200 - 0315 Deliver TD's to Pentagon - NIC, Room BC-956, DIA, Room BC-942-A, and Communications Center, Room 5A-936; also, deliver TD's to White House, Situation Room, and to the D.O., Room 7812 New State.
- 0450 - 0500 Pick-up Cables from Cable Secretariat (1A-53) and deliver to Watch Office.
- 0500 - 0615 Deliver TD's to Pentagon - NIC, Room BC-956, DIA, Room BC-942-A, and Communications Center, Room 5A-936; also, deliver TD's to White House, Situation Room, and to the D.O., Room 7812 New State.
- ** 0715 - 0830 Pick-up from CS (1A-53) all Cables for delivery within the New Headquarters Building and to Agency Components located in the D.C. Area. Deliver to Central Mail Room (GB-31) before departure time of Langley to D.C. Mail Shuttle and the first internal Courier Run.

* Optional Deliver - CS will call if material is to be delivered at this time.

NOTE: The M&CB vehicle will be used on this run.

** Saturday & Sundays ONLY - Pick-up newspapers (GB-31) for delivery to Mr. Mc Cone's office in Room 124A East Building, by 0730 hours.

SECRET

SECRET

Revised 11/01/61
Revised 2/21/62
Revised 3/09/62
Revised 3/26/62
Revised 3/27/62
Revised 5/16/62

NON-CIA CABLE RUN
(2230 - 0700)
Sunday thru Saturday

2230 - 2400
Pick-up NON-CIA Cables at G-2, Air Force, and Navy.
Pick-up NON-CIA Cables DC/T, Room 6510B, and SS,
Room 7516 New State.....deliver all cables picked-up
to Cable Branch, Room 1A-53, Langley. Wait for
processing then deliver to W/O.

0015 - 0100
Pick-up NON-CIA Cables DC/T, Room 6510B, and SS,
Room 7516 New State and deliver promptly to CS -
1A-53, Langley - Wait for processing then deliver
to W/O.

0200 - 0330
Pick-up NON-CIA Cables at G-2, Air Force, and Navy.
Pick-up NON-CIA Cables DC/T, Room 6510B, and SS,
Room 7516 New State.....deliver all cables picked-up
to Cable Branch, Room 1A-53, Langley. Wait for
processing then deliver to W/O. When trip is
completed, return OCI Code Trip Ticket to W/O.

0345 - 0430
Pick-up NON-CIA Cables DC/T, Room 6510B, and SS,
Room 7516 New State and deliver promptly to CS -
1A-53, Langley - Wait for processing then deliver
to W/O. After 0345 Trip leave OCI vehicle at
North loading dock parking lot and use MACB vehicle
to pick-up Cables at State and Pentagon.

0445 - 0615
Pick-up NON-CIA Cables at G-2, Air Force, and Navy.
Pick-up NON-CIA Cables DC/T, Room 6510B, and SS,
Room 7516 New State.....deliver all Cables picked-up
to Cable Branch, Room 1A-53, Langley. Wait for
processing then deliver to W/O.

SECRET

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FBID - WEATHER BUREAU - TREASURY ANNEX
GRAPHICS FILM AND POSTAL FREIGHT
(Old PSD #2 Run)
0600 - 1430

STAT 0600 - 0830 Pick-up 30 to 40 #2 bags containing FBIS Daily Reports and deliver them to the Pent. New State, 1776 Penna. Ave., 1717 H St., and the Central Mail Room 1231 R&S Building.

0900 - 1015 Fiscal Division Picks-up material for deliver to Treasury Annex. Material picked-up at Treasury Annex is delivered to Fiscal Division.

Weather Bureau Pick-up weather maps from Weather Bureau, 24th & M St. N.W. Washington, and deliver them to Mail Room, 1231 R&S for subsequent delivery to OCR - GF-40 - N.H.B.

Georgetown Post Office-Deliver air-parcel pst processed by

** 1015 - 1130 Central Mail Room.

1215 - 1330 Film Run & Special Courier Service Pick-up and delivery of motion picture film W/7, Fort Myer, Arlington Hall, etc. If no film is available for delivery this run is used to handle special service requests.

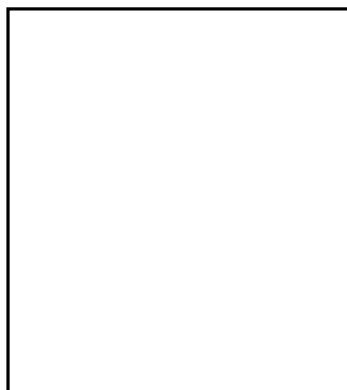
1330 - 1430 Handles Special service requests.

* Driver picks-up stencils from FBIS, Room 450 1717 H St., and delivers them to th He waits until they are processed and returns them to FBIS at 1717 H Street.

** Available for Special Courier Service

EMBASSIES AND LEGATIONS

Classified material is delivered to the Following Embassies and Legations at 1300 hours on Monday, Wednesday, and Friday of each week:



NOTE:

The couriers are instructed that, because of security reasons, no mail other than that addressed to an Embassy or Legation is delivered on this run.

Revised 3/13/62

STAT

0615 Pick-up Congressional Records at Government Printing Office
 0700 Deliver Priority Papers & Congressional Records

<u>ARRIVE</u>	<u>LEAVE</u>	
0745	0815	R&S Bldg. (Mailroom)
0820	0835	1C-46 Qtrs. Eye, Mailroom Post Qtrs. Eye
0850	0855	
0910	0915	Cameron Station
0925	0930	
0955	1000	R&S Bldg. (Mailroom)
1005	1035	1C-46 Qtrs. Eye, Mailroom Post Qtrs. Eye
1100	1105	
1130	1135	1C-46 Qtrs. Eye, Mailroom Post Qtrs. Eye
1145	1215	
1225	1230	R&S Bldg. (Mailroom)
1235	1245	1C-46 Qtrs. Eye, Mailroom Post Qtrs. Eye
1315	1330	
1355	1400	R&S Bldg. (Mailroom)
1405	1415	1C-46 Qtrs. Eye, Mailroom Post Qtrs. Eye
1430	1435	Cameron Station
1445	1500	
1525	1530	1C-46 Qtrs. Eye, Mailroom Post Qtrs. Eye
		Pick-up Top Secret Envelope at 1C-46 Qtrs. Eye
1535	----	R&S Bldg. (Mailroom)

ILLEGIB

NOTE: This run is utilized to transport passengers between Washington Depot and the Agency buildings located in Washington, D.C. Passenger pick-up stations are located at 1C-46, Quarters Eye, the rear door (opposite Courier Post) Quarters Eye, and the

INTER - AGENCY COURIER RUN

(OLD CITY RUN)

Deliver to and pick-up from other Federal Agencies, commercial establishments, and Agency Components located in the Metropolitan area of Washington. Courier Service is provided, as required, to approximately 157 (shown on following pages) delivery points. Two trips requiring approximately four hours each, are made each day.

Runs are scheduled as follows:

0830 - 1230

1300 - 1700

MAIL SHUTTLE SCHEDULE

	<u>LANGLEY</u>	<u>WASHINGTON</u>	<u>D.C. AREA SHUTTLE</u>	
Trips				
1	0730 LV A 0830 ARR B	0730 LV B 0830 ARR A	LV	0845
2	0900 LV B 0930 ARR A	0900 LV A 0930 ARR B	LV	1000
3	1000 LV A 1030 ARR B	1000 LV B 1030 ARR A	LV	1115
4	1100 LV B 1130 ARR A	1100 LV A 1130 ARR B	LV	1300
5	1230 LV A 1300 ARR B	1230 LV B 1300 ARR A		
6	1330 LV B 1400 ARR A	1330 LV A 1400 ARR B	LV	1415
7	1430 LV A 1500 ARR B	1430 LV B 1500 ARR A	LV	1515
8	1530 LV B 1600 ARR A	1530 LV A 1600 ARR B		